

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 10 – 07

DATE: May 12, 2010

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY ANNOUNCEMENT FOR
HUMAN RESOURCES ASSISTANT, EXO/HUMAN RESOURCES OFFICE,
USAID/KENYA

OPENING DATE: Immediately

CLOSING DATE: May 25, 2010

Office: EXO/Human Resources Office

Title: Human Resources Assistant

Grade: FSN - (PSC) – 305-07

Who May Apply: All qualified Kenyan citizens. Previous applicants need not re-apply.
Employees currently on probation are ineligible to apply.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Human Resources Assistant in the Human Resources Office. His/her main function is to keep all EXO/HR databases and documentation updated through maintaining accurate logs. These logs are required for Personnel Evaluations Reports (PERs), contracts, etc. He/she will also update and maintain current all Human Resources databases. This will include filing for two HR Specialists and two HR Assistants. The incumbent will handle clerical functions for the Office. This position will also fully backstop the HR Assistant responsible for the medical and pension schemes. The incumbent will also carry out HR reception duties.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent will maintain updated logs for employee Personnel Evaluations Reports (PERs), contracts, awards, personnel actions, training forms and certificates, etc.

The incumbent:

- Alerts HR Assistants in writing on pending PERs and maintains an updated log of PERs received and pending.
- Handles filing for the HR Specialists and HR Assistants on a daily basis.
- Types routine form letters.

FILING: (30%):

- The incumbent will complete filing on a daily basis for the HR Specialists and the HR Assistants.

ADMINISTRATIVE DUTES: 30%

The incumbent:

- Ensures that all the check-in, check-out and security clearance packages have the correct documents and are updated.
- Is responsible for typing and proofreading for accuracy all vacancy announcements for both FSN positions and U.S. Personal Service Contracts positions, and keeping updated vacancy announcements binders.
- Stamps and logs in all incoming applications.
- Refers callers and visitors to the HR Specialist or other staff members as appropriate.
- Distributes incoming mail, cables, memos and other official documents to EXO/HR staff.
- Orders supplies for the office and keeps supply cabinets in order for the EXO/HR Section.
- Maintains a log of all incoming actions for the EXO/HR Section (letters, cables and Travel request actions).
- Maintains binder files such as Mission Notices, Administrative Notices, etc., by keeping them updated.
- Ensures that all EXO/HR equipment is in working order and contacts the relevant repair people when necessary.

OTHER DUTIES 10%:

The incumbent performs other duties as assigned by the HR Specialist.

REQUIRED QUALIFICATIONS:

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- a. **Education:** A two year college diploma in human resources management or related field is required.
- b. **Prior Work Experience (40%):** Five years of progressively responsible experience in human resources work or a closely related field.
- c. **Post Entry Training:** On-the-job training in handling of various tasks as well as training in various computer packages, contracting course in Appendix D & J.
- d. **Language Proficiency:** Level IV English and Level IV Kiswahili (fluent) are required.
- e. **Knowledge (30%):** A good working knowledge of general office management.
- f. **Skills and Abilities (30%):** Must be tactful but effective in dealing with employees. Must also be able to draft correspondence and exercise good customer service.

POSITION ELEMENTS:

- a. **Supervision Received:** The Human Resource Specialist provides supervision. Work assignments and priorities are determined by the HR Specialist.
- b. **Available Guidelines:** Instructions are from the Human Resources Specialist. In addition work related guidance for policy from 3 FAM, 3FAH, and Standard Operating Procedures.
- c. **Exercise of Judgment:** The incumbent must be able to exercise good judgment in knowing what issues can be handled personally and what should be elevated to HR Specialist.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level and Purpose of Contacts:** All Mission employees who require HR assistance.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One year.

NOTE:

Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.

HOW TO APPLY

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

All applications must reach the Human Resources Office, USAID, P.O. Box 629, Village Market 00621, Nairobi, Kenya by COB on May 25, 2010.